

LAND RECORDS  
ESCROW ACCOUNT REQUIREMENTS

1. Escrow accounts shall commence with a written application. A minimum singular deposit of cash, check or money order of \$100.00 is due when application is submitted. Customers using escrow accounts to record documents may need to increase deposits according to projected usage.
2. Subsequent deposits can be made by cash, check or money order.
3. Cash cannot be withdrawn from an account. Any reimbursements from the Clerk's Office shall be by check, payable to the company whose name appears on the account.
4. Escrow withdrawals are for Clerks Office business only.
5. The Clerks Office of the Circuit Court has the right to close any escrow account for any reason without prior notice.
6. The Clerk has the right to apply reasonable service charges for bookkeeping or processing, if applicable, when deemed necessary.
7. No services will be provided without sufficient funds in the account.

APPLICATION TO ESTABLISH AN ESCROW ACCOUNT  
(PLEASE TYPE OR PRINT)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

AUTHORIZED USERS

PASS WORD  
(UP TO 10 CHARACTERS)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AMOUNT ATTACHED : \$ \_\_\_\_\_

\_\_\_ CHECK

\_\_\_ MONEY ORDER

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
TYPE OR PRINT AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

ESCROW ID: \_\_\_\_\_